

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS, 1947TH ADMINISTRATIVE SUPPORT GROUP
WASHINGTON, D.C.



REPLY TO
ATTN OF:

DMPM

30 DEC 1980

SUBJECT:

Individual Manpower Augmentation (IMA)

TO:

Director Of Personnel Planning (Mr Harry E. Fitzwater)

1. Individual Manpower Augmentation (IMA) authorizations are military manpower authorizations to provide individual skills on a selected basis to meet requirements of contingency and wartime/emergency plans. All IMA authorizations are reviewed annually in conjunction with the Wartime Planning Exercise.
2. Documenting the use of IMA authorizations is an important part of the Wartime Planning Exercise. Undocumented IMA authorizations are removed from Manpower Authorizations Files.
3. Attachment one is a copy of the letter sent to the Air Staff asking submission of justification for their IMA authorizations for the CY 79 exercise. The same instructions apply for the CY 80 exercise.
4. We are certain your activity would want an opportunity to participate since no justification exists for the 176 IMA authorizations associated with your activity. Attachment two is a copy of the Unit Manpower Document listing your IMAs.
5. We will appreciate your assistance in documenting the use of IMA authorizations you may wish to be continued for FY 81. Members of my staff are available if further information is desired.

A handwritten signature in cursive script, reading "Kenneth V. Carey", is written over the typed name and title.

KENNETH V. CAREY, Col, USAF
Deputy for Manpower & Personnel

- 2 Atchs
1. Instructions
 2. Unit Manpower Document

On file USAF release
instructions apply.

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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 1947TH ADMINISTRATIVE SUPPORT GROUP
WASHINGTON, D.C.



9 NOV 1979

REPLY TO
ATTN OF:

DMPM

SUBJECT:

CY 79 Wartime Manpower Planning Exercise

AF/AC AF/IG AF/LE AF/IN AF/HC
AF/MP AF/RD SAF/AA AF/RE AF/JA
AF/PA AF/XO AF/SA AF/SG AS/CVAE
(Executive Officer) AFSHRC

1. The Air Force annually determines its wartime manpower requirements through the Wartime Manpower Planning Exercise. As part of this exercise, we are required to conduct the annual Individual Manpower Augmentation (IMA) requirements review. The objective of this effort is to correctly size the number and types of IMA authorizations, based upon applicable requirements defined in Chapter 13, AFM 26-1 (Atch 1).

2. As your part of this exercise, please submit justification for current and/or new IMA positions, using the format on page 4 of Attachment 2, to include position descriptions. Pages 1 and 2 of Attachment 2 are to be used to detail IMA authorizations by category and status. Page 3, AF Form 271, is to be prepared to reflect current IMA authorizations, planned deletions, and proposed changes for FY 81.

3. We will appreciate your assistance and cooperation in improving the quality of this annual review. Request your submission to AS/DMPM by 14 December 1979. AS/DMPM project officer is Lt Col D. W. Jones, extension 74021/74022.

KENNETH V. CAREY, Col, USAF
Deputy for Manpower & Personnel

- 2 Atch
1. AFM 26-1, Chap 13
2. Reporting format

Chapter 13

INDIVIDUAL MANPOWER AUGMENTATION AUTHORIZATIONS

13-1. General Information:

a. This chapter defines an Individual Manpower Augmentation (IMA) authorization and states the policy and procedures for determining such authorizations. The effect of manpower authorizations on logistics, personnel, and fiscal planning dictates that these authorizations receive complete and objective review at all echelons.

b. IMA authorizations are military manpower authorizations that provide individual skills on a selective basis to meet requirements of contingency and wartime/emergency plans. *NOTE:* Mobilization Augmentees (MAs) are Ready Reserve members of the USAFR assigned to an active Air Force unit to fill an IMA authorization. The Air National Guard has no mobilization augmentees.

c. MAJCOMs/SOAs with IMA authorizations and limited training capability may develop agreements with other MAJCOMs/SOAs in order to effect mobilization readiness training.

13-2. Policies:

a. Each IMA authorization will be established on the basis of the additional manpower augmentation needed:

(1) to support implementation of war or contingency plans;

(2) to respond to other situations that the national security requires; *NOTE:* Examples of authorizations based on national security requirements are those in which a critical activity is not documented in a wartime or contingency plan and those which demand highly technical or specialized skills.

(3) to assist in the administrative management and training of reservists participating in the individual program when justified under procedures outlined in paragraph 13-6 of this chapter.

b. Requests for IMA authorizations will be developed under the provisions of paragraphs 13-3, 13-5, and 13-6 of this chapter.

c. IMA authorizations will not be based on:

(1) augmentation solely for the accomplishment of peacetime tasks and missions.

(2) increases to solve peacetime manning shortages.

(3) operational attrition losses on or after D-Day.

(4) personnel needs to replace military personnel projected to be unavailable for duty on any given D-Day (leave, hospitalization, PME, etc.).

(5) replacements for DAF civilian employees who are Ready Reservists of the military services.

(6) activities solely in support of survival, recovery, and reconstitution of an Air Force organization.

(7) availability of a manning source.

d. IMA authorizations for General Officers are validated by the General Officer Manning and Position Review Board and after approval are forwarded to the Director of Manpower and Organization for inclusion in the appropriate Manpower Allocation Report.

e. Judge Advocate General, Medical, and Chaplain requirements are developed by the Judge Advocate General, Surgeon General, and Chief of Chaplains (HQ USAF), respectively. These requirements will be validated by the Director of Manpower and Organization, HQ USAF.

f. Airmen authorizations will be in the grade of Staff Sergeant (E-5) or higher, except for those airmen authorizations approved in support of Joint Mobilization Augmentation documents (Part III of Joint Manpower Programs).

g. The sustained wartime work-month manhour availability of 242 hours outlined in Chapter 2 of this publication will be used with measured and projected wartime workloads to compute wartime manpower requirements. The consideration of potential increased capability due to surging manpower to the 309 manhours per month availability rate for periods not exceeding 30 days should be made before requesting additional manpower. Also, manpower made available by the reduction or abolishment of peacetime activities during wartime operations will be reapplied to satisfy wartime requirements before requesting additional manpower authorizations.

h. Air Force Component Commands in overseas theaters should state unified command OPlan augmentation requirements in Time-Phased Force and Deployment Lists (TPFDLs), using the Manpower Force Packaging System (MANFOR). AFR 28-3 provides direction and guidance for using MANFOR in the statement of required augmentation forces. IMA authorizations for overseas commands will only be validated when the requirement is stated in approved TPFDLs.

i. Grades will be allocated by AF/MPM to the MAJCOMs/SOAs through the Manpower Allocation Report, RCS: HAF-MPM(AR) 7112. Grade authorizations reported in the Manpower Authorization Transaction Report, Part "C", RCS: HAF-MPM(AR) 7102 will not exceed the overall grades approved in the Manpower Authorization Transaction Register.

13-3. Procedure:

a. Each request for an IMA authorization will be evaluated on the need for wartime augmentation as stated in MAJCOM/SOA operational plans directly related to wartime/emergency requirements and other wartime manpower tasking sources.

IAJCOM/SOA total wartime manpower requirements will be determined annually by each MAJCOM/SOA in accordance with guidance and instructions issued by HQ USAF (PRM). Based on the guidance provided, MAJCOMs/SOAs will determine their capability to meet the established requirements using the resources of assigned active and reserve force units to be gained at mobilization. Shortfalls resulting from this analysis will form a base line for developing manpower augmentation requirements.

b. The following procedures will be utilized to determine the requirement for an IMA authorization:

(1) Identify the specific wartime/emergency plan which states the requirement for augmentation. Specifically, document the requirement and factors bearing on the manpower determination procedure.

(2) Apply approved manpower standards and guides to compute total monthly manpower requirements by function, grade, and AFSC to perform wartime missions identified in paragraph 13-3b(1) above. Use both surge and sustained wartime man-hour availability in the computations. Quantify the projected wartime workloads to be supported utilizing most current wartime planning guidance.

(3) Subtract applicable active and reserve force unit authorizations from requirements derived in 13-3b(2) to obtain total manpower augmentation requirements.

(4) Subtract IMA authorizations presently available to meet the particular requirement determined in paragraph 13-3b(3). This difference will be used to justify changes in IMA authorizations.

(5) Identify organization to be augmented.

(6) State element or function involved.

(7) Identify grades and AFSCs of added positions and number of similar active force positions authorized for the function.

(8) Identify an appropriate Training/Pay Category and Program Element Code (PEC) for each added position.

c. Normally, individual wartime skill shortages will be identified through the results of MANREQ. Additional IMA authorizations will be established only after inter-command trade-offs have been considered by HQ USAF/MPM and no other alternatives have been found to satisfy the shortfall in wartime manpower requirements. However, there may be war/contingency situations under mobilization requiring augmentation which are not included in MANREQ. Requests for IMA authorizations to support these requirements will be submitted to HQ USAF/MPM and will include the following minimum information:

(1) Organizations to be augmented.

(2) Functions involved.

(3) AFSCs and grades to be added as augmentation.

(4) Number of positions authorized the function (active and reserve) by grade and AFSC.

(5) War or contingency plan, directive, or formal agreement in support of plans that causes the additional wartime workload.

(6) Workload data developed under paragraph 13-3b.

(7) Justification for IMA authorizations explaining why reservists are required and why they are the most mission effective resource for meeting the requirement.

(8) Justification as to why the requested position should not be reimbursable. (Applies only to authorization requests originating in Federal agencies external to the Department of Defense unless the provision of such resources is a statutory responsibility of the DOD.)

(9) Identify an appropriate Training/Pay Category and Program Element Code (PEC) for each added position.

13-4. Mobilization Augmentee, Reserve Supplement Officer (MA/RSO):

a. Non-rated officer positions throughout the Air Force that are encumbered by rated officers serving in the rated supplement and subject to assignment to aircrew positions may require replacement manning upon mobilization. These position manning requirements may be met by the surge and sustained wartime workweeks of other officers within the same function, by the realignment of priority functions in wartime, or by the wartime assignment of MAs referred to as Reserve Supplement Officers (RSOs).

b. AFMPC/MPC will annually review the MA/RSO program and determine active positions that require backfill by an RSO during mobilization. They will submit to HQ USAF/MPM a request to change authorizations based on this review. HQ USAF/MPM will validate the MA/RSO requirements and establish the appropriate IMA authorizations.

13-5. Wartime Augmentation Requirements External to the Air Force:

a. Wartime manpower augmentation requirements for agencies external to the Air Force such as joint or unified commands, international organizations, other DOD services and agencies, and other government agencies, will be considered with all internal USAF wartime augmentation requirements and processed in the same manner. Both internal and external USAF augmentation requirements will be tasked to appropriate commands. The external command/agency augmentation requirements will be listed in Appendix B, Annex W, USAF War and Mobilization Plan, Volume I (WMP-1). Com-

mands tasked for support of external augmentation requirements in WMP-1 will annually evaluate their ability to support these requirements from within allocated active and reserve forces unit resources that are not required for deployment or CONUS training, systems development, or logistic support for the national strategy. External requirements that are in excess of tasked commands available resources may be satisfied by the allocation of IMA authorizations under the procedures in paragraph 13-3b and c above.

b. MAJCOMS/SOAs may be requested to participate with HQ USAF in providing information related to validation of external agency requirements based upon their knowledge and working relationship with the external commands/agencies.

13-6. Assistance in the Administrative Management and Training of Reserve Components:

a. In conjunction with support of war/contingency plans or national security requirements, positions may be authorized to assist in the administrative management and training of USAFR personnel participating in the MA program when it can be demonstrated that the use of Reservists is economical and effective.

b. Requests for IMA authorizations under the provision of this paragraph will identify: (1) the unit and function to be augmented, (2) the active force authorizations by AFSC and grade currently authorized with the unit and function, (3) the IMA

authorizations by AFSC & grade currently authorized within the requesting MAJCOM/SOA for this purpose and (4) the requested IMA authorizations by AFSC and grade. The request will include a statement regarding the requirement for and nature of the reserve training. The request will also include a complete and comprehensive statement of the proposed duties and the basis upon which it was determined to be more economical to use a reservist in this capacity of administrative management and training. Additionally, the request will include a description of duties required under mobilization [Ref. para 13-2a(1) or (2)].

13-7. Reporting:

a. Instructions in Chapter 15 of this publication and AFM 26-749 should be used for the creation and maintenance of Command Manpower Data System (CMDS) Unit Authorization Files for IMAs and reporting in the HAF-MPM (AR) 7102 report, File Part C.

b. Source of data elements for identification of IMA authorizations in CMDS files is AFM 300-4 XII, ADE-AI-780. Code 3 is used to identify IMA authorizations internal to the USAF. Codes 4, 5, 6, 7, 8, and 9 identifies IMA authorizations for organizations external to the Air Force such as joint or unified commands, international organizations, JCS activities or functions, and activities outside the DOD identified by HQ USAF.

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FORMAT

WARTIME MANPOWER PLANNING EXERCISE

(FY 81 IMA REVIEW)

I. Current Authorizations (FY 79/80):

	<u>Officer</u>	<u>Enlisted</u>	<u>Total</u>
* Category 1			
Category 2			
Category 3			
Total			

(Note: Indicate grade detail on AF Form 271)

II. Authorizations Deleted as a Result of Review

	<u>Officer</u>	<u>Enlisted</u>	<u>Total</u>
Category 1			
Category 2			
Category 3			
Total			

* Category 1 - To support implementation of war or contingency plans (reference AFM 26-1, 13-2a(1)).

Category 2 - To respond to other situations that the national security requires (AFM 26-1, 13-2a(2)).

Category 3 - To assist in the administrative management and training of Reservists (AFM 26-1, 13-2a(3)).

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Atch 2

III. Proposed New Authorizations for FY 81:

	Officer	Enlisted	Total
Category 1			
Category 2			
Category 3			
Total			

(Note: Summarize by grade on AF Form 271. Include only additional authorizations that are not included in your FY 79/80 authorizations. Any new authorizations must also be justified in the AFM 26-1 format. (Page 4).)

IV. Total FY 81 IMA Authorizations:

	Officer	Enlisted	Total
Category 1			
Category 2			
Category 3			
Total			

Summarize by grade on AF Form 271.

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NEW IMA JUSTIFICATION FORMAT

(Ref AFM 26-1, 13-3)

1. Identify organization to be augmented.
2. Element or function involved.
3. Identify number, grade, and AFSC of added positions.
 - a. Number of current active duty authorizations in work center (military and civilian) by grade and AFSC.
 - b. Number of current IMA authorizations in work center by grade and AFSC.
4. Identify an appropriate training/pay category and program element code (PEC) for each added position.
5. Specific Justification:

Identify the specific wartime/emergency plan which states the requirement for augmentation. Specifically document the requirement and factors bearing on the manpower determination procedure.
6. Identify Category 1, 2, or 3 as described in this attachment and referenced in AFM 26-1, 13-2a(1)(2)(3). If the new authorization would be included in Category 2 or 3 the following data will also be included.
 - (a) Workload data developed IAW AFM 26-1, 13-3b.
 - (b) Justification explaining why Reservists are required and why they are the most mission effective resource for meeting the requirement.
 - (c) Justification as to why the position should not be reimbursable (applies only to requests originating in federal agencies external to the DOD unless the provision of such resources is a statutory responsibility of DOD).
7. Position description (PD) for each new authorization. The PD may be for more than one authorization if they are the same.

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PREP
 LIST PREPARED 80 OCT 10
 LIST SEQ NO: 03
 PAS
 FTHM

EXTENDED UNIT MANPOWER DOCUMENT
 HEADQUARTERS USAF

PCN SE508-68A
 MANPOWER FILE PART: C

 * MANPOWER TYPE PARAMETERS SELECTED
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 * AUTH/REQ: ALL TYPES
 * WAR/PEACE: ALL TYPES
 * FULL/PART: ALL TYPES
 * INSVC/CONTR: ALL TYPES
 * APP/NOT: ALL TYPES

OSC
 POS
 ZZZZ

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 003: ZZZZZ UNKNOWN 320000 ACS/INTELLIGENCE
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PREPARED 80 OCT 10
LIST SEQ NO: 03

EXTENDED UNIT MANPOWER DOCUMENT
HEADQUARTERS USAF

PCN SE508-68A
MANPOWER FILE PART: C

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FTHM	HAF HQ		DALM	YLJF	WASHINGTON	CTY	DIC	811	U	Y	3	1		HH	2195	HH

OSC AND TITLE	FAC AND TITLE	*** **	*** **	*** **	F C	ASF	P T	A M	R D	R	F H	A A	M R							
POS-NR	AFS TITLE	AFSC	SEI	GRD	EFF	TRU	AMT	MNT	RGR	PEC	C C	CCC	C S	L S	I Y	A	T S	T R	I K	CRK

ZZZZZ UNKNOWN 320000 ACS/INTELLIGENCE

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0032168	INTEL APPLICATION OFF	08076																		
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0032250	MGMT ANAL STAFF OFF	06916																		

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PAGE 3

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PAGE 2

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LIST SEQ NO: 03

EXTENDED UNIT MANPOWER DOCUMENT
HEADQUARTERS USAF

PCN SE508-68A
MANPOWER FILE PART: C

PAS	NR-KD-TYP	DET	O/L	ILC	INSTL-LOC-NAME	ILK	ISC	OED	PSC	PSR	ARR	SUB	CBP	CSC	MET
FTHM	HAF HQ		DALM	YLJF	WASHINGTON	CTY	DIC	811	U	Y	3	1	HH	2195	HH

OSC AND TITLE	FAC AND TITLE	***	***	***	F C	ASF	P T A M R D	R	F H A A M R
POS-NR	AFSC	SEI	GRD	EFF	CE	---	M R E E P T	L	C P R R S M
AFS TITLE				TRU	C C	CC	C S L S I Y	A	T S T R I K
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				MNT					
				RGR					
				PEC					

ZZZZZ UNKNOWN 320000 ACS/INTELLIGENCE

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0032249	INTEL SYS STAFF OFF	08016	MAJ	811	999	1	XXXXX	MAJ	59398A							
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0032184	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
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0032186	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032187	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032188	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032189	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032190	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032191	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032192	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032193	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032194	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032195	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032196	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032197	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032198	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032199	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032200	AIR INTELLIGENCE OFF	08054	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032201	INTEL APPLICATIO OFF	08076	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032202	INTEL APPLICATIO OFF	08076	MAJ	811	999	1	XXXXX	MAJ	59398A							
0032203	INTEL APPLICATIO OFF	08076	MAJ	811	999	1	XXXXX	MAJ	59398A							

Approved For Release 2002/10/21 : CIA-RDP86-01129R000100040002-7

UNCLASSIFIED

PREPARED 80 OCT 10
LIST SEQ NO: 03

EXTENDED UNIT MANPOWER DOCUMENT
HEADQUARTERS USAF

PCN SE508-68A
MANPOWER FILE PART: C

PAS FTHM	NR-KD-TYP HAF HQ	DET	O/L DALM	ILC YLJF	INSTL-LOC-NAME WASHINGTON	ILK CTY	ISC DIC	OED 811	PSC U	PSR Y	ARR 3	SUB 1	CBP HH	CSC 2195	MET HH								
UNIT RECAP		811	812	813	814	821	822	823	824	831	832	833	834	841	842	843	844	851	852	853	854	861	862
LTC		32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
MAJ		51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51
CPT		38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38
LT		20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
OFF-TOT		172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172
CMS		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
MSG		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
ENL-TOT		4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
AGG		176	176	176	176	176	176	176	176	176	176	176	176	176	176	176	176	176	176	176	176	176	176

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	C/SPD	1/5/81	5 JAN 1981
2.	C/MPB	HC	Jan 81
3.			
4.			
5.			

5.		Note and Return
☒ Action	File	Per Conversation
☐ Approval	For Clearance	Prepare Reply
☐ As Requested	For Correction	See Me
☐ Circulate	For Your Information	Signature
☐ Comment	Investigate	
☐ Coordination	Justify	

REMARKS

Please handle as appropriate.

RDK

*Hope you all understand this -
Of course, doesn't everyone?*

✓
OK
HC

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Exec Asst to D/PPPM	Phone No.